

CITY OF FRESNO

COMMUNITY INVESTMENT GRANT APPLICATION PACKET

FISCAL YEAR 2004-2005

**APPLICATION MUST BE RECEIVED BY:
MAY 14, 2004, AT 5:00 PM**

PLEASE DELIVER APPLICATIONS TO:

**HUMAN RELATIONS COMMISSION
FRESNO CITY HALL**

**2600 FRESNO STREET, 2ND FLOOR, EXECUTIVE OFFICES OF
THE MAYOR AND CITY COUNCIL , FRESNO, CA 93721
(559) 621-7799**

**LATE, E-MAILED, FAXED OR INCOMPLETE APPLICATIONS WILL
NOT BE ACCEPTED OR CONSIDERED FOR FUNDING.**

**CITY OF FRESNO
COMMUNITY INVESTMENT GRANT
Fiscal Year 2004-2005**

TIME FRAME

DATE

April 12, 2004

ACTIVITY

Release of the 2004-2005 Request for Proposal for City of Fresno Community Investment Grant

May 14, 2004

Deadline for submitting Community Investment Grant proposals at 5:00 p.m.

June-July 2004

Interviews with agencies

August 2004

Draft report completed

September 2004

Presentation of Community Investment Grant recommendations to the City Council and Council Awards.

October 1, 2004

Effective date of approved contracts

Overview

Under the Community Investment Grant program, the City of Fresno has a limited amount of resources to be used to augment private and other governmental funding available to non-profit agencies for the provision of social services. This application will be used for agencies that wish to request Community Investment Grant funding. The allocation of City funding is at the sole discretion of the Fresno City Council. The City of Fresno is not obligated to fund any requests. A determination on whether to appropriate funds and how much to appropriate for the Community Investment Grant program will be made during the Fiscal Year 2005 budget process.

The mission of the Community Investment Grant program is to assist local, non-profit agencies in addressing social problems that face the citizens of the City of Fresno. Services that are provided as a result of the funding should help to enhance the quality of life of the individuals who utilize the services while making a positive impact on the community as a whole. Community Investment Grant funds should support services that are utilized by low-income and/or underserved individuals living in the City of Fresno.

I. General Conditions

A. Eligibility

Eligible recipients of funds are limited to community-based, non-profit organizations able to demonstrate proof of tax-exempt, non-profit status under Section 501 (c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code. More specifically, projects that address youth, senior, veteran, disabled and emergency services and crime prevention and victim services will be given preference in the evaluation process as these are issues that have been deemed as having the greatest impact on the community as a whole by the City Council. Additionally, services must be delivered to low-income/underserved individuals living in the City of Fresno. Community Investment grants are to be used for a specific program/project that the agency administers. Program funds may not be used across multiple projects. Preference will be shown to organizations whose offices are located and the majority of its board membership resides within the boundaries of the City.

B. Proposal Submission Date

The deadline for receipt of applications is May 14, 2004, at 5:00 p.m. Applications must be delivered to Fresno City Hall, Human Relations Commission Office, 2600 Fresno Street, 2nd Floor, Executive Offices of the Mayor and City Council, Fresno, CA 93721. Applications not delivered to the Human Relations Commission Office, or received after the published deadline will be returned to the addressee unopened. **ELECTRONIC SUBMISSIONS (e.g. via e-mail or fax) WILL NOT BE ACCEPTED.**

C. Proposal Copies

ONE (1) original with original signature and TWO (2) copies of the application must be submitted.

D. Funding Period

For the purposes of this RFP, the funding period is October 1, 2004 through September 30, 2005.

E. Technical Assistance

All questions must be initially directed to the Human Relations Commission Office at (559) 621-7799.

F. Proposal Completions

All proposals must be submitted on the forms contained in this packet. All of the information requested in the RFP and on the application itself must be submitted, and provided in the order requested. The order of the application is as follows: Agency Purpose, Problem and Need Description, Goals and Objectives (C-1,C-2,C-3), Organizational Chart, Clientele Worksheet, Existing Services Attachment, Board of Directors List, Resolution/Certification, Financial Documents (G-1,G-2.), Resource Table, Budget Worksheet, Leveraged Dollars Worksheet. After the published deadline, no additions, deletions or modifications to any proposal will be permitted unless specifically requested by the City. PROPOSALS MUST NOT BE SUBMITTED IN FOLDERS, BINDERS, OR ANY OTHER TYPE OF COVER. DO NOT INCLUDE ANY ATTACHEMENTS NOT REQUESTED BY THE RFP. THESE WILL BE DISCARDED UNREAD.

G. Glossary of Acronyms

A glossary of acronyms is required if the applicant is using acronyms.

H. Limitations

This RFP does not commit the City of Fresno to fund any proposals submitted. Applicants are responsible for all costs associated with developing and submitting a proposal. The City reserves the right to reject any and all proposals received, to negotiate with any and all qualified applicants, to modify timelines, schedules, funding levels and types/numbers of projects funded, and/or to cancel this RFP in whole or in part. All proposals submitted become property of the City which reserves the right to utilize any content contained therein as it deems appropriate. The City reserves the rights to waive minor irregularities and inconsistencies in any response to this RFP that, in the City's sole judgment, do not materially affect the integrity of the allocation process.

I. Funding Award(s)

The availability and level of City of Fresno Community Investment Grant funding is contingent upon approval of the Fresno City Council.

J. Legal and Contractual Requirements

Successful applicants will be required to comply with all applicable federal, state and local guidelines in their operation of the funded programs, and any statutes, ordinances, and regulations that would apply and be required of a contractor. A successful applicant shall enter into an agreement with the City for the provision of the services covered by this RFP. The contract must be executed by the

grantee within 30 days of being provided with a contract. Failure to do so will result in the forfeiture of funding.

K. Background review

The City reserves the right to conduct a background inquiry of each applicant which may include collection of criminal history information, contractual and business associations and practices, and reputation in the community. By submitting a proposal, the applicant consents to such an inquiry and agrees to make available to the City such books and records deemed necessary to conduct the inquiry.

L. Reporting Responsibilities

Activity Reports: Successful applicants will be required to submit to the City Quarterly Activity Reports, which clearly document all project activities including progress towards achieving agreed upon outcomes. Reports will be submitted to the Parks, Recreation and Community Services Department.

Financial Reports: Successful applicants will be required to submit to the City Monthly Financial Reports that include a line-item documentation of all claimed project expenses. Applicants must report this information on the worksheet provided by the City.

M. Insurance

Successful applicants must submit to the City the proof of general liability insurance with a minimum per-occurrence combined single limit of \$1,000,000 covering all premises, operations agents and employees, with the City of Fresno as an additional insured; automobile liability coverage of at least \$1,000,000 combined single limit; and Workers Compensation Insurance in accordance with the California Labor Code, prior to initiating project services.

N. Proposal Review and Selection

Each proposal received by the deadline will be reviewed by HRC staff for completeness and adherence to specifications. Proposals found to be incomplete or in violation of specifications will be rejected without further review. All eligible applications will be forwarded to a Selection Committee comprised of members of the HRC. The Selection Committee will score each application in accordance with the General Review Criteria, which is enclosed in the application packet. In addition, the Selection Committee will include a site visit as part of the application process. The site visit will be rated and counted towards the agency's final score. The overall score of each application will be used as a basis for determining funding recommendations to the City Council. Agencies may submit a maximum of one application. Requests to fund multiple projects from a single agency will not be accepted.

II. Guidelines

1. The Human Relations Commission will emphasize:
 - A. Direct services to low-income/underserved individuals, as opposed to information and referral services. This does not preclude assistance to agencies that provide essential services to direct service providers.
 - B. The following program areas:
 1. Youth Services
 2. Senior Services
 3. Emergency Services
 4. Disabled Services
 5. Veterans Services
 6. Crime Prevention and Victim Services
 - C. Programs meeting documented needs within the City of Fresno.
 - D. Programs that can demonstrate having a local Board of Directors that is actively participating in programmatic and fiscal planning.
2. Types of Proposals Sought:
 - A. Requests from private, non-profit community based organizations.
 - B. Projects that coordinate services through coordination/collaboration with both governmental and community based organizations in order to achieve a comprehensive approach to serving clients.
 - C. Programs that demonstrate that they are able leverage the Community Investment Grant funding for the receipt of additional grants and funding from outside sources.
3. The HRC Will Strive For:
 - A. Non-duplication of services and funding.
4. Proposals Seeking Funding Must:
 - A. Satisfy all of the criteria indicated above and have shown the ability to obtain additional funding. The proposal shall indicate other community financial support (fundraising, program/income development, fees for services, etc.).
5. Proposals Will Not Be Considered For Social Services Funding If:
 - A. The proposal is not complete in its entirety as outlined in the application instructions.
 - B. The proposal is submitted by a government or public agency/entity (such as cities, counties, schools or specific districts).
 - C. The proposal is submitted by a group that does not provide direct services (such as New United Way, Fresno/Madera Agency on Aging, Combined Health Appeal, etc.).

III. **Role of the Human Relations Commission**

1. The HRC will be responsible for notifying potential applicants of the availability of the applications.
2. The HRC will be responsible for distributing applications to interested agencies.
3. The HRC will be available to answer questions and provide assistance to agencies during the application process.
4. The HRC will be responsible for collecting applications by the deadline.
5. The HRC will date stamp applications at the time they are received. In addition, they will keep an application log that denotes the name of the agency, the time the application was received and whether or not the application was accepted.
6. The HRC will be responsible for forming a subcommittee to review applications and conduct interviews of agencies that submitted applications by the deadline.
7. Members of the Selection Committee shall comply with all conflict of interest requirements.
8. The HRC will use the scoring method outlined in the General Review Criteria to determine which agencies will be recommended to receive the grants. Those agencies that receive the highest scores will be recommended to Council for approval. In addition, the HRC will make funding recommendations to the Council based on the agency's total score.
9. For monitoring purposes, the HRC will forward copies of the Project Objectives received with the applications of successful agencies to the Parks, Recreation and Community Services Department.
10. The HRC will keep a file of all Monthly Financial Reports and Quarterly Activity Reports forwarded from the Parks Recreation and Community Services Department.

IV. **Role of the Parks, Recreation and Community Services Department**

1. The Parks, Recreation and Community Services Department (PRCS) will be responsible for informing agencies in writing of their grant award. PRCS will also be responsible for notifying unsuccessful applicants.
2. PRCS will be responsible for distributing the Community Investment Grant Agreement to the approved agencies and collecting executed copies of those Agreements.
3. PRCS will be responsible for sending written notice to agencies that are at risk of losing funding due to failure to sign the Agreement. PRCS will be given the authority to deny funding to agencies that have not responded to the letter within five business days.
4. Within 10 days of determining that an agency is not eligible for funding because it has not executed the required contract, PRCS will be responsible for forwarding a memo to the Council and the HRC that lists the name of the agency, the amount of funding that was allocated and a statement indicating that the agency did not execute the required contract.
5. PRCS will be responsible for receiving the Monthly Financial Reports (MFR) in conjunction with the Quarterly Activity Reports (QAR) submitted by the list of agencies approved by the City Council.

6. It will be the responsibility of the PRCS Department to review and compare the MFRs and QFRs with the financial documents contained in the original application, in order to determine whether the original line-item budget is being adhered to. Based on the review of the above-mentioned documents, PRCS may direct the Finance Department to hold or release the agency's funding for the quarter. If PRCS has any concerns regarding the financial documents, the department will forward the application to the Finance Department for further review.
7. Within 10 days following recommendation to the Finance Department, PRCS will forward the MFRs and QFRs to the HRC.
8. In addition to monitoring the financial documents of the agencies receiving funding, PRCS will be responsible for reviewing the Project Objectives to ensure that the agencies are meeting the goals described in the original application. At the discretion of PRCS, agencies not meeting their outlined goals may be subject to revocation of allocated funding.
9. In circumstances when funds are held, PRCS will be responsible for notifying the agency, in writing, of the decision to withhold funds along with a reason for the decision.
10. Within 10 days of determining that an agency is no longer eligible for funding, PRCS will be responsible for forwarding a memo to the Council and the HRC that lists the name of the agency, the amount of funding that was originally allocated, the remaining unallocated balance and the reason for the cease of funding.
11. To maintain complete files, PRCS will send a copy of any audits performed on an agency by the City of Fresno to the HRC.

CITY OF FRESNO

HUMAN RELATIONS COMMISSION

COMMUNITY INVESTMENT GRANT FY 2004-2005

APPLICATION FORM

APPLICANT AGENCY: _____

ADDRESS: _____

SIGNED BY: _____ **DATE:** _____

PRINT NAME: _____ **TITLE:** _____

TELEPHONE: _____ **FAX:** _____

FEDERAL TAX I.D.#: _____ **E-MAIL:** _____

- A.** AGENCY PURPOSE/MISSION (Label and attach as “A”, 100 words or less)
- B.** PROBLEM AND NEED DESCRIPTION-Describe and quantify (using local data and statistics) the problem and need to which the agency will respond. Cite all sources of supporting data. (Label and attach as “B”)
- C.** GOALS AND OBJECTIVES-Describe the project objectives/goals. Project objectives are specific descriptions of what the project is intended to accomplish. They should be specific, time-limited, and measurable. The measurable objectives must be clearly described and be reasonable for implementation. (Label and attach as “C-1”)

Example (for a tutoring program):

Eighty percent (80%) of all clients, kindergarten through sixth grade, who completed tutoring services will have a ten percent (10%) increase in test scores.

Provide an explanation of the methodology that will be used to measure the project’s objective. An objective measure is a systematic way to assess the extent to which the project has achieved its intended results and answers the question “What has changed in

the lives of the individuals or community as a result of this project?” (Label and attach as “C-2”)

Example (for a tutoring program):

Clients are given an initial math/reading test to establish initial level of performance. After five tutoring sessions, clients are given a second math/reading test to evaluate progress. Clients are then given tests on a monthly basis. Tests are reviewed with the clients and tutors to assess the client’s strengths and weaknesses.

If the program has been in existence for two or more years, attach a chart that demonstrates the performance of the program, based on your organization’s past objective measures. (Label and attach as “C-3”)

Attach an organizational chart. (Label and attach as “C-4”).

D. CLIENTELE- Complete form “D”.

E. EXISTING SERVICES-List any existing project that currently addresses the needs of the agency’s target population with services that are the same as, or similar to those proposed. How is the agency going to collaborate with other service providers to enhance the effectiveness of services and avoid duplication? (Label and attach as “E”)

F. AGENCY MANAGEMENT

1. Current Board of Directors roster including names, home residence, occupation and number of years served on the board. (Label and attach as “F-1”)
2. How often does the board meet? _____
3. Average attendance percentage? _____
4. Number of seats on the board per by-laws?
Minimum: _____ Maximum: _____
5. Date of Incorporation: _____
6. IRS Employer Number: _____
7. Resolution/Certification-Please complete form “F-2”.

G. FINANCIAL

1. Agency’s financial audit completed within the last two years. (Label and attach as “G-1”)
2. How often are the financial records audited and by whom?

3. Who in the organization is bonded and for how much?

4. Explain any judgments or pending lawsuits against the agency.
Label and attach as “G-2” or mark “NONE”
_____ NONE

H. AMOUNT REQUESTED
\$ _____

I. OTHER AGENCY FUNDING-Please complete the Resource Table. List all funding sources/amounts other than City of Fresno Community Investment Grant funds that will be available for your agency.

J. PROGRAM SPECIFIC FUNDING-Please complete the Budget Worksheet, which indicates how your organization will use the Community Investment Grant to administer your program. Column one should total the amount requested in Community Investment Grant funding. Column two should be equal to the total amount of funding the program receives from other sources. Column three should be the total of Community Investment Grant and outside agency support for the program (total project cost).

K. LEVERAGED DOLLARS- (For agencies that received Social Services Funding in FY 03-04) Please complete the Leveraged Dollars Worksheet, which indicates how your organization leveraged the Social Services Funding to obtain grants and other funding from outside sources. Only indicate funds that were generated as a result of the Social Services Funding. For agencies that did not receive City of Fresno Social Services funding in FY 03-04, please describe how your agency will use the requested funds to obtain grants from other outside funding sources.

**City of Fresno
Community Investment Grant
FY 2004-05**

Maximum Points 110	General Review Criteria
5 POINTS	DOCUMENT SUBMITTAL <ul style="list-style-type: none"> • All eligibility requirements have been met and demonstrated by the applicant • One original and 2 copies of the application have been submitted • All required documents are included with the application • Applicant addressed every question in the application
25 POINTS	NEEDS ASSESMENT/PROJECT GOAL <ul style="list-style-type: none"> • Primary mission is to address youth, senior and emergency services and crime prevention and victim services • Clearly demonstrates experience and accomplishments in providing services to low-income/underserved individuals • Clearly describes and demonstrates the City's need for the project by providing data • Using data and statistics, clearly demonstrates how the needs being addressed are not met by existing programs • Well defined project goal presented, consistent with addressing the needs listed
30 POINTS	PROJECT TARGET POPULATION/PROJECT OBJECTIVES/PROJECT EVALUATION <ul style="list-style-type: none"> • Demonstrates that a high percentage of clients to be served in FY 2004-05 will be low-income City of Fresno residents • Demonstrates the project's capacity for collecting and maintaining client data and records • Each objective listed is quantifiable and measurable (includes percentages to be achieved and the number of clients that will achieve the objective) • Each objective is supported by clear measurement methods • Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results • Demonstrates methodology and capacity to evaluate the success of the project and whether the objectives were accomplished
25 POINTS	PROJECT SERVICES/PROJECT SERVICE DELIVERY/PROJECT SERVICE PRIORITIES <ul style="list-style-type: none"> • Demonstrates a clear alignment or connection between the needs identified, the intended objectives/results and the services to be provided • Clearly identifies priority list of proposed project services • Clearly and sufficiently describes the services to be provided • Proposed project services appear to remain viable and beneficial to target population, even if full amount requested is not funded • Clearly demonstrates the ability to collaborate with other organizations that provide complimentary services
15 POINTS	BUDGET/COST EFFECTIVENESS <ul style="list-style-type: none"> • The Independent CPA Audit Report or Audit Requirement Report presents a good portrayal of the applicant's financial capabilities and appears to demonstrate the applicant's capacity to provide services on a reimbursement basis • Provides a budget that is sufficiently detailed and demonstrates that proposed expenditures are reasonable and support the project's services to be provided • Demonstrates sufficient number of services that will be provided by the project in relation to the amount of funds requested • Demonstrates sufficient number of low-income City of Fresno residents that will benefit from the project in relation to the amount of funds requested • Demonstrates the ability to leverage dollars to receive additional outside funding
10 POINTS	SITE VISIT <ul style="list-style-type: none"> • Services are delivered as described in the Goals and Objectives section of application • Services are delivered to the target population • Staff administering services is knowledgeable and able to answer questions asked by clients

D. Clientele-Provide the following demographic information for the total number of clients.

<u>AGE LEVELS</u>	<u>ETHNICITY</u>	<u>SEX</u>
0-5 _____	CAUCASIAN _____	MALE _____
6-12 _____	HISPANIC _____	FEMALE _____
13-17 _____	AFRICAN AMERICAN _____	TOTAL* _____
18-34 _____	NATIVE AMERICAN _____	
35-54 _____	ASIAN/PACIFIC _____	
55-59 _____	FILIPINO _____	
60-64 _____	CAMBODIAN _____	
65+ _____	LAOTIAN _____	
TOTAL* _____	VIETNAMESE _____	
	HMONG _____	
	UNKNOWN _____	
	OTHER (SPECIFY) _____	
	TOTAL* _____	

ALL TOTALS INDICATED WITH AN ASTERIK (*) MUST SHOW THE SAME NUMBER

Show the distribution of the total number of clients to be served by the number residing in each specific zip code area:

METROPOLITAN FRESNO	NON METROPOLITAN FRESNO COUNTY COMMUNITIES	
93701 _____	Auberry 93602 _____	Orange Cove 93646 _____
93702 _____	Big Creek 93605 _____	Parlier 93648 _____
93703 _____	Biola 93606 _____	Piedra 93649 _____
93704 _____	Burrell 93607 _____	Prather 93651 _____
93705 _____	Cantua Creek 93608 _____	Raisin City 93652 _____
93706 _____	Caruthers 93609 _____	Reedley 93654 _____
93710 _____	Coalinga 93210 _____	Riverdale 93656 _____
93711 _____	Del Rey 93616 _____	Sanger 93657 _____
93720 _____	Dos Palos 93620 _____	San Joaquin 93660 _____
93721 _____	Dunlap 93621 _____	Selma 93662 _____
93722 _____	Firebaugh 93622 _____	Shaver Lake 93664 _____
93725 _____	Five Points 93624 _____	Squaw Valley 93675 _____
93726 _____	Fowler 93625 _____	Tollhouse 93667 _____
93727 _____	Friant 93626 _____	Tranquility 93668 _____
93728 _____	Helm 93627 _____	
	Hume 93628 _____	
	Huntington L. 93629 _____	
<u>CLOVIS</u>	Huron 93234 _____	Total Metro _____
93611 _____	Kerman 93630 _____	Total Non-Metro _____
93612 _____	Kingsburg 93631 _____	Other/Unknown _____
93613 _____	Lakeshore 93634 _____	TOTAL* _____
	Laton 93242 _____	
	Mendota 93640 _____	
<u>PINEDALE</u>	Miramonte 93641 _____	
93650 _____	Mono Hot Spr. 93642 _____	

F-2 RESOLUTION/CERTIFICATION

We, the board of directors, do hereby resolve that on _____, 2004, the Board reviewed this application and, furthermore, the Board in a proper motion and vote approved this application for submission of submission to the City of Fresno.

Furthermore, we hereby certify that the agency making this application is (1) non-profit.

Agency Name

Address

Telephone

Dated: _____

By: _____
President of the Board on behalf of the
Board of Directors as named above

This application and the information contained herein are true, correct and complete, to the best of my knowledge.

Executive Director

PROPOSAL WRITTEN BY:

Name Title

Relationship to project/service: _____

Fee Paid \$ _____

**City of Fresno
Community Investment Grant
FY 2004-05**

RESOURCE TABLE

AGENCY NAME: _____
PROJECT TITLE: _____

SOURCE OF FUNDS	DOLLAR AMOUNT FY 2003-04	ANTICIPATED DOLLAR AMOUNT FY 2004-05	USE
TOTAL			

**City of Fresno
Community Investment Grant**

BUDGET WORKSHEET

AGENCY NAME: _____
PROJECT TITLE: _____

Proposed Operating Expenses	City of Fresno Community Investment Grant Funding FY 03-04	Total Project Cost FY 03-04	Requested Community Investment Grant Funding FY 04-05	Outside Funding FY 04-05	Total Anticipated Project Cost FY 04-05
Personnel Services					
Fringe Benefits					
Supplies					
Communication					
Printing					
Utilities					
Rent					
Travel					
Insurance					
Equipment Rental					
Equipment Purchase					
Contract Services					
Audit					
Overhead					
Other (Specify)					
Other (Specify)					
Total Operating Expenses					

**City of Fresno
Community Investment Grant
FY 2004-05**

LEVERAGED DOLLARS WORKSHEET

AGENCY NAME: _____

PROJECT TITLE: _____

SOCIAL SERVICES FUNDING RECEIVED FY 2003-04: _____

SOURCE OF FUNDS	DOLLAR AMOUNT FY 2003-04	DOLLAR AMOUNT FY 04-05	USE	RENEWABLE FUNDING Y/N?
TOTAL				